



**Townsend Council Meeting
Minutes**

March 6, 2019 @ 7:30 pm

Special Land Use Meeting

@ 8:30 pm Townsend Town Hall

7:30 pm – Council Meeting

- I.** Call to Order: 7:30 PM
- II.** Opening Ceremonies
- III.** Roll Call: : Mayor Rudy Sutton, CW Lorraine Sutton, CM Steve High, CM Ed Dugan, CM Rob Leight, TE Ed Van-Otoo, TA Fred Townsend, Admin Assistant Ivonne Romero
 - Pledge of Allegiance: Pledge was said
 - Recognition of Visitors: 9 visitors
 - Announcements:
 - March 4, 2019 – Council Candidacy packets available at Town Hall
 - April 4, 2019 – Council Candidacy packets due in Town Hall by 4:00 pm
 - **Town Elections** – Saturday, May 4, 2019 – Vote at Town Hall 8:00 am – 6:00 pm
- IV.** Additions/Deletions to Published Agenda:
 - a. CW Gorman motioned, CM High seconded with unanimous vote to accept the agenda with no additions/ deletions.
- V.** WILMAPCO presentation – Dave Gula, Principal Planner
 - Process to update our regional transportation which includes NCC and the original transportation plan we focus to work closer to DelDOT & work with the communities as much as we can.
 - Overview of the plans follow by a presentation, attached 4 main documents & an overviews of who we are, it is revise every 4 years, the updated plans are review every 4 years it is measure with our improvement transportation plan it matches DelDOT a capital transportation program, both documents have to be in sync in order to be process and to be funded.
 - The Wilmington Area Planning Council or WILMAPCO is the regional transportation planning agency for New Castle County, Delaware and Cecil County, Maryland.
 - As the federally designated Metropolitan Planning Organization (MPO), WILMAPCO is charged with planning and coordinating transportation investments for the region based on federal policy, local input, technical analysis, and best practices.
 - Our role is to educate and involve the public to ensure that you have a say in the transportation decision-making and funding process. We do not have a dedicated source of funding to make projects a reality, this falls on the counties, towns/cities, and DelDOT.
 1. Community Outreach
 - Regional Transportation Plan (RTP) 20 year plan updated every 4 years
 - Unified Planning Work Program (UPWP) 1 year plan updated annually
 - Congestion Management System (CMS) updated annually
 - Transportation Improvement Program (TIP) 4 year program updated annually
 2. Schedule- Key Task
 - Review of Progress Report & Public Opinion Survey
 - Develop draft goals, objectives, actions f Agency/Civic/Municipal outreach f Develop project lists
 - Air quality conformity
 - Public outreach (virtual and popup workshops/online survey)
 - Document refinement
 - Public Comment Period
 - Adoption
 3. Tracking Progress – Progress Report
 - 2017 Regional Progress Report
 - Relates trends to Plan's actions
 - Performance-based
 - Informs development of RTP
 4. Public Opinion Survey
 - Statistically valid survey of 600 residents
 - Demographic Quotas
 - Opinions of transportation system and policies
 5. GOAL: Support sustainable economic development & goods movement.
 - Plan for responsible development

- Use prioritization process to select transportation projects
- Create and support local plans
- Manage traffic congestion
- Streamline freight
- Support a greener transportation system
- 6. GOAL: Efficiently transport people.
 - Start planning for autonomous vehicles
 - Improve bus performance
 - Fund maintenance projects first
 - Plan for seniors, disabled and households w/o cars
 - Have robust public participation
- 7. GOAL: Improve quality of life
 - Safer transportation for all modes
 - Improve connectivity to healthy food, employment, and services
 - Promote social equity
 - Fund transportation choices
 - Protect environment
- 8. 2050 RTP: Federal Requirements
 - Work to achieve cleaner air quality
 - Realistically reflect expected funding
 - Include road, transit, pedestrian, and bicycle facilities
- 9. 2050 RTP: Transportation Priorities
 - **Public Transportation** - Projects to improve bus and train service/frequency Example Projects:
 - Commuter rail from Perryville - Elkton
 - New rail and bus transit centers in Newark, Claymont and Wilmington
 - Bus transit park & rides near Christiana Mall and Middletown
 - **Walking and Biking** - Projects that improve safety Example Projects:
 - Pedestrian improvements on US 13 and US 40
 - East Coast Greenway
 - **Technology** - Electric vehicle (EV) charging stations; Driverless vehicles; Signal coordination Example Projects:
 - University of Delaware Autonomous Bus
 - Apps with real time travel info
 - **Roadways** - Interchange projects; intersection improvements; complete streets; road preservation and safety Example Projects:
 - I-95 interchanges at DE 896 and DE 141, I-295, US 301
 - Multimodal projects including North Claymont, DE 9, southern New Castle County roads, MD 213/US 40 intersection, and City of Wilmington streets

VI. Council Minutes: No minutes to be approved

VII. Mayors Report

- Discussion/possible vote on storm drain cleaning/costs
Cannery Lane- Complaints directly to the Town Hall- TE Ed Van-Otoo provided Mayor a number for a contractor to clean up pipes, will also reach out to DelDot about the same issue, the company that TE provided charge over \$3,000.00 per day per storm drain clean up. That number can get out of control very quickly. Mayor will continue reaching out to local contractors that can assist with that matter. No numbers to vote on, the numbers that we have can't be acceptable at this time.
- Discussion on TVII responsibilities
Board of TVII HOA- developer hasn't taken responsibility
 - Retention ponds- process to speak with TA Fred Townsend
 - Draining issues on Railroad tracks – developer has to close out before turning over to the town – TVII West (W. Founds), Mayor will add to punch list requesting TE to take a look into that issue, what kind of fall is going, no matter the action that the town takes we will have all the information available.
 - CW Gorman asked TE for an estimated cost for retention ponds and what it will take to clean them up, TE responded that he will look into that.
 - TA has to come up with the legal fees regarding, snow removal – Mayor said that TC have to talk about how to be assess with possibly some of the fees are accruing during this time. Mayor will report back to TVII HOA board members any changes or any resolutions in that matter.
 - Dave Carter spoke about the plans on Wiggins Mill Road, renovations taking place out there because DelDot bridge here in town and Railroad Avenue, they will closing within a matter of two weeks, Representative Jeff Spiegelman was included in part of the conversation and asked for some assistance.

VIII. Reports

- Town Attorney Fred Townsend III:
 - As a part of this meeting nothing to be report
- Town Engineers Ed Van-Otoo:
 - Nothing to report other than still working in issues on Commerce Street.
 - Meeting with Hidden Branch on Friday at 9:00 AM but needs to talk to Council before the meeting, TE said that CM Dugan is aware of the meeting.

IX. Committee Reports

- Finance: Chair – Mayor Rudy Sutton
 - Debbie Horn – audit review
 - Partner on Mallie a CPA firm- Audit ended on June of 2019, our responsibility is to issue a report on the financial, general and acceptance accounts; audit ended on June 30th with a total assets of \$6.4 million dollars, and it's a combination of things cash, assessments, properties, equipment, and also some liabilities at the end of the acquisitions, with a combination of transfer taxes and property taxes come in, total inbound revenue ended of same period on June 30th of 2018, expended most on salaries, benefit a variety of other things but in total \$370,000 audited on financial statements. Revenues were budgeting at \$630, 000.00 but came in to \$930,000.00 they came up with +\$300,000.00. Budgeting expanders \$660,000.00 they came in less \$587,000.00 with a \$73,000.00 difference with a favorable variance of \$38,000.00.
 - More transactions during this last FY, it not always will stay the same the real estate can go up and down - that is why we cannot always assume that it's going to be the same, from the transfer taxes from the \$230,000.00 during the audit everything went well we look into payroll, revenues, we do all kind of tables and analyst. Mayor said that these was the first full audit ever perform.
- Public Works: Chair – CM Ed Dugan
 - Email with a Letter sent to all Council that was sent to George Wallace from DelDot concerning Railroad Avenue within the stop sign, but the letter explains everything. The water has to be diverted, Wiggins Mill Road people from Middletown using it to avoid the traffic as well of construction trucks. Drainage on TVII we looked into those plans where some of those lots had the system for drainage but not of(delete of) all did and now we have to look for a solution because some people illegally put some stuff down and that is causing the problems, asking for some guidance from public works and the county.
- Land Use & Development: Chair CW Lorraine Gorman
 - Rental Ordinance took effect January 1, 2019 we were in adjustment period before we started to crack down before we started enforcing 100% By the end of March for anyone that has not returned the necessary documentation, we will start assessing fines and start using the clean hands ordinance which in this case the only thing that we can stop is trash services to anyone that it's not properly licenses its going to their tenant lose trash services for not compliance, letters will be mailed out.
- Community Relations: Chair – CM Rob Leight
 - Last year we took part of Autism Awareness, light up the Town blue for the month of April.
 - All money collect will go to Autism Awareness
- Veterans Committee: Chair CM Steve High
- Public Safety: Chair – CM Steve High
 - Mrs. Rojas not meeting last month, anybody to be part of the Neighborhood Watch program contact CM High.

X. Parks & Recreation: Chair – CW Lorraine Gorman

- Discussion/possible vote on park maintenance contract
 - Cammock contract for 3 years- CW Gorman motioned, CM Dugan seconded with unanimous vote to have Cammock maintain the municipal park.
- Easter Egg Hunt – Sunday, 4/7/19 @ 2:00 pm – raindate – 4/14/19
- Movie Night Under the Stars – Friday, 6/14/19, 7/12/19 and 8/9/19 @ dusk
- 14th annual Town Parade and Fair – Saturday, 9/28/19 – parade @ 10:00 am, fair 11:00 – 3:00
- Christmas Caroling/Tree Lighting – Sunday, 12/8/19 @ 4:30 pm

XI. Citizens Comments & Participation

-Dave Gula said that in the following meeting they will discuss not only the positive they also going to review the feedback from the public.

- Carl (I'm not sure who Carl is.... could this be Dave Carter?) said to reach out to him if we need help with NCC regarding Wiggins Mills Road, Mayor was requested to forward some information regarding affordable housing converting vacant properties.

XII. Adjournment: CW Gorman motioned, CM Dugan seconded with unanimous vote.

8:30 pm – Special Land Use Meeting

- I. Call to Order:
- II. Opening Ceremonies

- Roll Call: Mayor Rudy Sutton, CW Lorraine Sutton, CM Steve High, CM Ed Dugan, CM Rob Leight, TE Ed Van-Otoo, TA Fred Townsend, Admin Assistant Ivonne Romero
- Pledge of Allegiance: Pledge was said

III. Discussion on process for Planning Commission/Council for new development, annexations, etc.

- Presentation of Townsend- Subdivision & Land Use Flow Chart
 1. Applicant submits conceptual plan (sketch plan to town for Review).
 2. Applicant submits subdivision and/or land development plan to town.
 3. Administrative review for completeness by Town Manager.
 4. Town Manager submits to Town Council for recommendations for planning commission.
 5. Distribution of project information by Town Manager.
 6. Planning commissions.
 7. Town Engineer.
 8. Town fire company.
 9. Planning commission meeting.
 10. Comments
 11. Applicant Revises Plan
 12. Distribution by Town Manager.
 13. Recommendations.
 14. Town Council Meeting.
 15. Application Denied.
 16. Applicant Approved.
 17. Application Addresses of Approval.
 18. Distribution by Town Manager.
 19. Satisfaction of conditions confirmed by Town Engineer.
 20. Plan recording.
 21. Construction.
- TE Ed Van-Otoo submitted by email revised version of Townsend- Subdivision & Land Development flow chart with Subdivision & Land Development process on 03-19-2019. (Documents are saved on Share drive under today's meeting 03-06-19).

XIII. Adjournment: CM Dugan motioned, CW Gorman seconded with unanimous vote.

Executive Session

XIV. Motion to Convene Executive Session: CW Gorman motioned, CM Dugan seconded with unanimous vote.

NOTE: No minute's recorded for Executive Session. (delete this entry)

- In accordance to 29 Del. C. §10004 (b) (4) the Town Council will be meeting in executive session to discuss personnel matters.

IV. Motion to close Executive Session

XII. Adjournment:
